



## **THIS IS NOT BUSINESS AS USUAL**

- Check the FAQ's during the Covid 19 Pandemic on the HDC webpage- they are updated frequently
- **INCOMPLETE APPLICATIONS OR INCOMPLETE OLD BUSINESS SUBMISSIONS** will be set aside until the requested corrections are made. From there, they will be placed on an upcoming New or Old Business agenda.
- The agendas will be lengthy. Due to the challenges reading and reviewing plans in a virtual format. **Expect delays in reviewing applications for the near future. For this reason, applications WILL NOT be rolled over to the next HDC meeting (New Business applications on an Old Business meeting and vice versa)**
- The 10 Day Waiver form is only for New Business applications, not Old Business submissions
- Pay close attention to deadline dates/days of the week, they have temporarily changed: New Business deadlines- Noon TUESDAYS...Old Business deadlines- Noon WEDNESDAYS the HDC schedule is posted above the drop box and online <https://nantucket-ma.gov/DocumentCenter/View/36335/HDC-Virtual-Meeting-Schedule-for-June-2020-PDF>
- All Old Business submissions MUST include a copy of the minutes AND an OLD BUSINESS CHECKLIST: <https://www.nantucket-ma.gov/DocumentCenter/View/36175/Old-Business-Submission-Check-List-PDF> FAILURE TO INCLUDE, AS WELL AS EMAILING TO hdcsubmissions will result in delays in reviewing your application
- Please allow extra time to process Like-Kind applications
- If you wish to pick up your COA, have questions or would like to view files, the office is open by appointment only. Please call 508-325-7587 or email [plus@nantucket-ma.gov](mailto:plus@nantucket-ma.gov). to make arrangements.
- **Elevations and Site Plans MUST be clear and concise.** It is recommended that applicants use color to **highlight** PROPOSED work, not just black and white
- If you are unable to attend a meeting, your application will be moved to the next respective meeting (for example if you are absent from a New Business meeting, your application will be moved to the next New Business meeting, etc.)
- Hdcsubmissions is strictly for the receipt of electronic submissions. It is not monitored daily.
- When submitting an application that requires abutters notification, please allow 2 weeks to ensure that abutters due process.

- Please include pictures and any supplemental documentation in your email submission by the appropriate deadline date- try to avoid sending anything to staff the day of or during the meeting
- The Advisory Boards started meeting. They are recorded meetings. If you choose to join the meeting and/or represent your project, click on the link in the posted agenda to access the meeting. Meeting ID's and passwords are posted under the link
- Please DO NOT include any relevant paperwork for a Building permit with a New Business application.
- REMEMBER ...WE ARE ALL IN THIS TOGETHER